

FILE MAINTENANCE AND DISPOSITION PLAN Date Prepared: 12/06/06 Date Updated: 02/26/07 (added 279), ORC					
OFFICE NAME: Oregon Operations Office		OFFICE CONTACT PERSON: Shaunesy Walden (503) 326-6930		REGIONAL RECORDS MANAGER: Joyce Aoyama, (206) 553-2595	
Total Volume of Records for this File Station:		Total number of File Drawers: Legal size: Letter size:			
FILE PLAN					
AGENCY FILE CODES	OLD FILE CODE	AGENCY CATEGORY TITLE SERIES TITLE	DISPOSAL INSTRUCTIONS	NARA DISPOSAL AUTHORITY	LOCATION
0 008A	NONR 008A	Technical Reference/Non Record Material	Disposable; Destroy when obsolete or superseded or no longer needed for reference.	NON-RECORD	

AGENCY FILE CODES	OLD FILE CODE	AGENCY CATEGORY TITLE SERIES TITLE	DISPOSAL INSTRUCTIONS	NARA DISPOSAL AUTHORITY	LOCATION
108-024-01 010	EPA 010 a, b, c, d, e	Site Assessment: Item a: No further remedial action planned sites (NFRAPs) Item b: Sites placed on the NPL Item c: Sites warranting a removal action Item d: Sites not yet assigned to the NPL or NFRAP Item e: Brownfields sites	Item a: Disposable - Close inactive records upon remediation determination. Destroy 40 years after file closure. Item b: Permanent - Close inactive records upon remediation determination. File with related site-specific file (EPA 014). Item c: Permanent - Close inactive records upon remediation determination. File with related site-specific file (EPA 013). Item d: Contingent - Review every 5 years for remediation determination. After remediation determination, file as follows: No further remedial action planned sites (NFRAPs) - File with NFRAP site files and apply disposition instructions for item a. NPL determination - File with remedial site files and apply disposition instructions for EPA 014. Removal determination - File with removal site files and apply disposition instructions for EPA 013. Item e: Disposable - Close inactive records upon remediation determination. Destroy 40 years after file closure.	N1-412-07-25 Status: Final, 4/30/2011	

AGENCY FILE CODES	OLD FILE CODE	AGENCY CATEGORY TITLE SERIES TITLE	DISPOSAL INSTRUCTIONS	NARA DISPOSAL AUTHORITY	LOCATION
108-024-01-02 014A	SUPR 014A	Remedial Site Files - Superfund Site-Specific Item a(1): Record copy - Nonelectronic Item a(2): Record copy - Electronic	Item a(1): Permanent Close inactive records at issuance of ROD for the site or operable unit and appropriate milestones thereafter. Transfer to the National Archives 30 years after file closure. Item a(2): Permanent Close inactive records at issuance of ROD for the site or operable unit and appropriate milestones thereafter. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, in a format as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.	N1-412-06-14 Status: Final, 12/31/2010	
108-025-01-01 216	AIRP 216R	Air Quality Management Files Item a: Record copy	Item a: Disposable Close inactive records at end of year. Destroy 5 years after file closure.	N1-412-07-59/2 Status: Final, 02/29/2012	

AGENCY FILE CODES	OLD FILE CODE	AGENCY CATEGORY TITLE SERIES TITLE	DISPOSAL INSTRUCTIONS	NARA DISPOSAL AUTHORITY	LOCATION
108-025-02 213	WATR 213	<u>Water Quality Planning & Management Files</u> Item a(1): Final plans and annual and biennial reports - Nonelectronic Item a(2): Final plans and annual and biennial reports - Electronic Item b: Supporting files	Item a(1): Permanent Close inactive records at end of year. Transfer to the National Archives 10 years after file closure. Item a(2): Permanent Close inactive records at end of year. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time. Item b: Disposable Close inactive records at end of year. Destroy 10 years after file closure.	N1-412-08-7/2 Status: Final, 2/28/2011	
108-025-03-02 214	EPA 214	Drinking Water Management and Direct Implementation Files: Item a: Record copy	Item a: Disposable Close inactive records at end of year. Destroy 10 years after file closure.	N1-412-08-7/3 Status: Final, 06/30/2009	
108-025-04 215	USTP 215R	Underground Storage Tanks Site/Facility Files			

AGENCY FILE CODES	OLD FILE CODE	AGENCY CATEGORY TITLE SERIES TITLE	DISPOSAL INSTRUCTIONS	NARA DISPOSAL AUTHORITY	LOCATION
108-025-05 012A	SUPR 012A	<p>Federal Agency Hazardous Waste Compliance Site Files</p> <p>Item a(1): Record copy - Nonelectronic</p> <p>Item a(2): Record copy - Electronic</p> <p>Item a(3): Electronic copy of records transferred to the National Archives</p>	<p>Item a(1): Permanent Close inactive records at issuance of ROD for the site or operable unit and appropriate milestones thereafter. Transfer to the National Archives 20 years after file closure. If record is microform, destroy paper after quality assurance is completed.</p> <p>Item a(2): Permanent Close inactive records at issuance of ROD for the site or operable unit and appropriate milestones thereafter. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.</p> <p>Item a(3): Disposable Close file upon transfer to the National Archives. Delete after electronic record copy is successfully transferred to the National Archives.</p>	N1-412-07-5 Status: Final, 07/31/2009	

AGENCY FILE CODES	OLD FILE CODE	AGENCY CATEGORY TITLE SERIES TITLE	DISPOSAL INSTRUCTIONS	NARA DISPOSAL AUTHORITY	LOCATION
108-025-05 478	RCRA 478R	<u>RCRA Generators, Transporters, and TSD Facilities Files</u> Item a(2): RCRA land disposal permits - Electronic Item b: Other permits for generators, transporters, and TSD facilities	Item a(2): Permanent Close inactive records at permit renewal or termination. Transfer to the National Archives 5 years after file closure with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time. Item b: Disposable Close inactive records at permit renewal or termination. Destroy 10 years after file closure.	N1-412-07-6 Status: Final, 04/30/2011	

AGENCY FILE CODES	OLD FILE CODE	AGENCY CATEGORY TITLE SERIES TITLE	DISPOSAL INSTRUCTIONS	NARA DISPOSAL AUTHORITY	LOCATION
108-024-01-02 014A	SUPR 014A	Remedial Site Files - Superfund Site-Specific Item a(1): Record copy - Nonelectronic Item a(2): Record copy - Electronic	Item a(1): Permanent Close inactive records at issuance of ROD for the site or operable unit and appropriate milestones thereafter. Transfer to the National Archives 30 years after file closure. Item a(2): Permanent Close inactive records at issuance of ROD for the site or operable unit and appropriate milestones thereafter. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, in a format as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.	N1-412-06-14 Status: Final, 12/31/2010	

AGENCY FILE CODES	OLD FILE CODE	AGENCY CATEGORY TITLE SERIES TITLE	DISPOSAL INSTRUCTIONS	NARA DISPOSAL AUTHORITY	LOCATION
108-025-08 025	EPA 025	<p><u>Enforcement Actions - Superfund Site-Specific</u></p> <p>Item a: No legal action required and routine legal action cases</p> <p>Item b(1): Landmark cases - Nonelectronic</p> <p>Item b(2): Landmark cases - Electronic</p> <p>Item b(3): Landmark cases - Electronic copy of records transferred to the National Archives</p>	<p>Item a: Disposable Close inactive records upon settlement or closing of case. Destroy 30 years after file closure.</p> <p>Item b(1): Permanent Close inactive records upon settlement or closing of case. Transfer to the National Archives 30 years after file closure.</p> <p>Item b(2): Permanent Close inactive records upon settlement or closing of case. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.</p> <p>Item b(3): Disposable Close file upon transfer to the National Archives. Delete after electronic record copy is successfully transferred to the National Archives.</p>	N1-412-06-19 Status: Final, 12/31/2010	

AGENCY FILE CODES	OLD FILE CODE	AGENCY CATEGORY TITLE SERIES TITLE	DISPOSAL INSTRUCTIONS	NARA DISPOSAL AUTHORITY	LOCATION
108-025-08 135	EPA 135	309 Review and Comment Files Item a(1)(a): Nonelectronic Item a(1)(b): Electronic Item a(1)(c): Electronic copy of records transferred to the National Archives Item a(2): 309 review report	Item a(1)(a): Permanent Close inactive records upon completion of project review after final comment issuance. Transfer to the National Archives 20 years after file closure. Item a(1)(b): Permanent Close inactive records upon completion of project review after final comment issuance. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time. Item a(1)(c): Disposable Close file upon transfer to the National Archives. Delete after electronic record copy is successfully transferred to the National Archives. Item a(2): Disposable Close inactive records at end of reporting cycle. Destroy 15 years after file closure.	N1-412-08-16 Status: Final 1/31/2011	
108-025-08 207	ENFO 207R	Enforcement Action Files:	Item a: Disposable Close inactive	N1-412-07-2/9	
108-025-08 211	ENFO 211	Compliance Files	Disposable, Office Retention: FB+1yr, Destroy: FB+5yrs.	Pending; Contact Joyce Aoyama	
204-079 205	EPA 205	<u>Permit Files</u>	Item a(1): Permanent Close inactive	N1-412-08-6	
204-079 210	PERM 210R	Administrative Records - Permits		N1-412-98-4	
205 003	CONT 003a	<u>Grants and Other Program Support Agreements</u> Item a: Record copy	Item a: Disposable Close inactive records immediately after closeout of the agreement. Destroy 10 years after file closure.	N1-412-07-34 Status: Final, 7/31/2010	
205 232	CONT 232A	Waste Water Construction and State Revolving Fund Grants			

AGENCY FILE CODES	OLD FILE CODE	AGENCY CATEGORY TITLE SERIES TITLE	DISPOSAL INSTRUCTIONS	NARA DISPOSAL AUTHORITY	LOCATION
205 274	CONT 274A	Unsuccessful Grant Application Files			
301-093 006	PROG 006b	Program Management Files - Correspondence/Subject Files Item b: Other than senior officials	Item b: Disposable Close inactive records at end of calendar year. Destroy 5 years after file closure.	N1-412-06-6/2 Status: Final 12/31/09	
301-093 203A	OVER 203A	State Oversight Files	Disposable; Close inactive records annually. Destroy: FB+10yrs.	Pending; Contact Joyce Aoyama	
303-100 132	EPA 132a	Congressional Correspondence: Item a: Record copy	Item a: Disposable Close inactive records at end of congressional session. Destroy 5 years after file closure.	N1-412-07-1/3 Status: Final5/31/09	
304-104-02 145	EPA 145	Program Development Files Item a(1): Record copy - Nonelectronic Item a(2): Record copy - Electronic Item a(3): Electronic copy of records transferred to the National Archives	Item a(1): Permanent Close inactive records at the end of the activity, project, or topic. Transfer to the National Archives 20 years after file closure. Item a(2): Permanent Close inactive records at the end of the activity, project, or topic. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time. Item a(3): Disposable Close file upon transfer to the National Archives. Delete after electronic record copy is successfully transferred to the National Archives.	N1-412-06-29 Status: Final 1/31/2011	

AGENCY FILE CODES	OLD FILE CODE	AGENCY CATEGORY TITLE SERIES TITLE	DISPOSAL INSTRUCTIONS	NARA DISPOSAL AUTHORITY	LOCATION
304-104-03 204	OVER 204a	<p><u>State and Other Entity Program Authorization and Approval Files:</u></p> <p>Item a(1): Record copy - Nonelectronic</p> <p>Item a(2): Record copy - Electronic</p> <p>Item a(3): Electronic copy of records transferred to the National Archives</p>	<p>Item a(1): Permanent Close inactive records at end of year or after new authorization is signed. Transfer to the National Archives in 5 year blocks 20 years after file closure.</p> <p>Item a(2): Record copy - Permanent Close inactive records at end of year or after new authorization is signed. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.</p> <p>Item a(3): Disposable Close file upon transfer to the National Archives. Delete after electronic record copy is successfully transferred to the National Archives.</p>	N1-412-07-2/8 Status: Final, 1/31/2011	

AGENCY FILE CODES	OLD FILE CODE	AGENCY CATEGORY TITLE SERIES TITLE	DISPOSAL INSTRUCTIONS	NARA DISPOSAL AUTHORITY	LOCATION
305-109-01 258	CONT 258 a, b, c	<i>Final Deliverables and Reports</i> Item a(1): Environmental programs, except Superfund site-specific - Nonelectronic Item a(2): Environmental programs, except Superfund site-specific - Electronic Item a(3): Environmental programs, except Superfund site-specific - Electronic copy of records transferred to the National Archives Item b: Superfund site-specific Item c: Non-environmental programs	Item a(1): Permanent Close inactive records upon completion of project. Transfer to the National Archives 20 years after file closure. Item a(2): Permanent Close inactive records upon completion of project. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time. Item a(3): Disposable Close file upon transfer to the National Archives. Delete after electronic record copy is successfully transferred to the National Archives. Item b: Disposable Close inactive records upon completion of project. Destroy 30 years after file closure. Item c: Disposable Close inactive records upon completion of project. Destroy 7 years after file closure.	N1-412-06-27 Status: Draft, 2/28/2011	
305-109-02-01 030	FOIA 030	FOIA - Copies			

AGENCY FILE CODES	OLD FILE CODE	AGENCY CATEGORY TITLE SERIES TITLE	DISPOSAL INSTRUCTIONS	NARA DISPOSAL AUTHORITY	LOCATION
305-109-02-04 081	PUBA 081A	<p>Public Awareness Files Item</p> <p>a(1): Official dissemination products - Nonelectronic Includes documents posted to EPA's Internet News Room by Headquarters and Regional Offices of Public Affairs, including press or news releases, fact sheets, and related documents.</p> <p>Item a(2): Official dissemination products - Electronic Includes documents posted to EPA's Internet News Room by Headquarters and Regional Offices of Public Affairs, including press or news releases, fact sheets, and related documents.</p> <p>Item a(3): Official dissemination products - Electronic copy of records transferred to the National Archives Includes documents posted to EPA's Internet News Room by Headquarters and Regional Offices of Public Affairs, including press or news releases, fact sheets, and related documents.</p> <p>Item b: Background or working papers</p>	<p>Item a(1): Permanent Close inactive records at end of year. Transfer to the National Archives 10 years after file closure.</p> <p>Item a(2): Permanent Close inactive records at end of year. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.</p> <p>Item a(3): Disposable Close file upon transfer to the National Archives. Delete after electronic record copy is successfully transferred to the National Archives.</p> <p>Item b: Disposable Close inactive records at end of year. Destroy 3 years after file closure.</p>	<p>N1-412-07-68/14</p> <p>Status: Final, 12/31/2010</p>	

AGENCY FILE CODES	OLD FILE CODE	AGENCY CATEGORY TITLE SERIES TITLE	DISPOSAL INSTRUCTIONS	NARA DISPOSAL AUTHORITY	LOCATION
305-109-02-04 200	EPA 200	<i>Training Material</i> Item a: Routine training materials Item c(1): Mission-related training materials - Nonelectronic Item c(2): Mission-related training materials - Electronic Item c(3): Mission-related training materials - Electronic copy of records transferred to the National Archives	Item a: Disposable - Close inactive records after course or material is superseded. Destroy 5 years after file closure. Item c(1): Permanent - Close inactive records after course or material is superseded. Transfer to the National Archives in 5 year blocks 20 years after file closure. Item c(2): Permanent - Close inactive records after course or material is superseded. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time. Item c(3): Disposable - Close file upon transfer to the National Archives. Delete after electronic record copy is successfully transferred to the National Archives.	N1-412-06-11 Status: Final, 4/30/2012	

AGENCY FILE CODES	OLD FILE CODE	AGENCY CATEGORY TITLE SERIES TITLE	DISPOSAL INSTRUCTIONS	NARA DISPOSAL AUTHORITY	LOCATION
305-109-02-04 250	EPA 250	<p><i>Publications and Promotional Items</i></p> <p>Item a(1): Items depicting EPA's environmental mission activities - Nonelectronic</p> <p>Item a(2): Items depicting EPA's environmental mission activities - Electronic</p> <p>Item a(3): Items depicting EPA's environmental mission activities - Electronic copy of records transferred to the National Archives</p> <p>Item b: Routine publications or promotional items</p> <p>Item c: Working papers and background materials</p>	<p>Item a(1): Permanent Close inactive records upon publication or when document becomes obsolete, is superseded, or no longer needed to support program activities. Transfer to the National Archives 20 years after file closure.</p> <p>Item a(2): Permanent Close inactive records upon publication or when document becomes obsolete, is superseded, or no longer needed to support program activities. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time. Item a(3): Disposable Close file upon transfer to the National Archives. Delete after electronic record copy is successfully transferred to the National Archives.</p> <p>Item b: Disposable Close inactive records after publication or when document becomes obsolete, is superseded, or no longer needed to support program activities. Destroy 5 years after file closure.</p> <p>Item c: Disposable Close inactive records after publication or when document becomes obsolete, is</p>	N1-412-06-9 Status: Final, 4/30/2012	

AGENCY FILE CODES	OLD FILE CODE	AGENCY CATEGORY TITLE SERIES TITLE	DISPOSAL INSTRUCTIONS	NARA DISPOSAL AUTHORITY	LOCATION
306-112 007	DIRE 007 a, b	<p><u>Directives and Policy Guidance</u> <u>Documents Issued by Specific Programs and Regions</u></p> <p>Item a(1): Published or released to the public and related background materials - Nonelectronic</p> <p>Item a(2): Published or released to the public and related background materials - Electronic</p> <p>Item b: Unpublished or not released to the public and related background materials</p>	<p>Item a(1): Permanent Close inactive records upon issuance or publication or when superseded. Transfer to the National Archives in 5 year blocks, 20 years after file closure.</p> <p>Item a(2): Permanent Close inactive records upon issuance or publication or when superseded. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.</p> <p>Item b: Disposable Close inactive records upon decision to not publish or issue. Destroy 10 years after file closure.</p>	N1-412-06-7 Status: Final, 12/31/2010	
401 110	ADMI 110	Office Administrative Files	Item a: Disposable Destroy when 2 years old	GRS 23/1 Status: Final 1/31/2009	
402-126 276	PERS 276	<p><u>Time and Attendance Records</u></p> <p>a(1): Source records maintained by Payroll Management and Outreach Staff (PMOS)</p> <p>a(2): Source records - Copies maintained by other offices</p> <p>b: (Reserved)</p>	<p>a(1): Disposable Destroy after GAO audit or when 6 years old, whichever is sooner.</p> <p>a(2): Disposable Close inactive records at end of pay period. Destroy 1 year after file closure.</p> <p>b: (Reserved)</p>	GRS 2/7 (Item a(1)) N1-412-07-69/1 (Item a(2)) Status: Final 6/30/2012	

AGENCY FILE CODES	OLD FILE CODE	AGENCY CATEGORY TITLE SERIES TITLE	DISPOSAL INSTRUCTIONS	NARA DISPOSAL AUTHORITY	LOCATION
403-254 279	EPA 279 >	Leave Records Item a(1): Leave application files - If employee initials time card or equivalent Item a(2): Leave application files - If employee has not initialed time card or equivalent Item b(2): Leave record - Maintained by creating office	Item a(1): Disposable Destroy at end of following pay period. Item a(2): Disposable Destroy after GAO audit or when 3 years old, whichever is sooner. Item b(2): Disposable Close inactive records when signed by supervisor. Destroy 3 years after clo	GRS 2/6a (Item a(1)) GRS 2/6b (Item a(2)) GRS 2/9b (Item b(2)) Status: Final 7/31/2009	
403-256 122	PERS 122	Supervisors' Personnel Files and Duplicate OPF Documentation			

AGENCY FILE CODES	OLD FILE CODE	AGENCY CATEGORY TITLE SERIES TITLE	DISPOSAL INSTRUCTIONS	NARA DISPOSAL AUTHORITY	LOCATION
405 036	BUDG 036	<p><i>Routine Procurement Files</i></p> <p>Item a(1)(a): Procurement organization copy of transactions that exceed the thresholds, dated on or after July 3, 1995 Includes transactions and related papers that exceed the simplified acquisition threshold of \$100,000 and all construction contracts exceeding \$2,000.</p> <p>Item a(1)(b): Procurement organization copy of transactions below the thresholds, dated on or after July 3, 1995 Includes transactions and related papers at or below the simplified acquisition threshold of \$100,000 and all construction contracts at or below \$2,000.</p> <p>Item a(2)(a): Procurement organization copy of transactions exceeding \$2000, dated earlier than July 3, 1995 Includes transactions and related papers that utilize other than small purchase procedures and all construction contracts exceeding \$2,000.</p> <p>Item a(2)(b): Procurement organization copy of transactions under \$2000, dated earlier than July 3, 1995 Includes transactions and related</p>	<p>Item a(1)(a): Destroy 6 years, 3 months after file closure.</p> <p>Item a(1)(b): Destroy 3 years after file closure.</p> <p>Item a(2)(a): Destroy 6 years, 3 months after file closure.</p> <p>Item a(2)(b): Destroy 3 years after file closure.</p> <p>Item b: Destroy when funds are obligated.</p> <p>Item c: Destroy upon termination or completion.</p> <p>Item d: Destroy 5 years after file closure.</p>	<p>GRS 3/3</p> <p>Status: Final 7/31/2010</p>	

AGENCY FILE CODES	OLD FILE CODE	AGENCY CATEGORY TITLE SERIES TITLE	DISPOSAL INSTRUCTIONS	NARA DISPOSAL AUTHORITY	LOCATION
		Item b: Obligation copy held by Finance offices Item c: Other copies of records described above used by component elements of a procurement office for administrative purposes Item d: Data submitted to the Federal Procurement Data System (FPDS)			
405 202	CONT 202	Contract Management Records			